



# US Department of Commerce eOPF Electronic Official Personnel Folders – Employee Introduction FY 2006

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# Introduction to eOPF

## **1. What is the Official Personnel Folder (OPF)?**

The Official Personnel Folder (SF-66) is the standard paper folder that contains records covering an employee's entire Federal Government career. It contains documents that record personnel, payroll and benefits actions. The OPF is the property of the Office of Personnel Management.

## **2. What is the eOPF?**

The electronic Official Personnel Folder is an electronic web-based system that provides online access to OPF data. The system allows secured access to employees and HR Personnel.



### 3. Why eOPF?

Part of the President's e-Government initiatives

Easier and faster access to your official personnel documents any time, any place

Improved service while reducing cost

Able to view or print documents in your OPF

Automatic email notification when documents are added to your folder

Multi-layered security protects your folder

Pre-defined access roles to prevent unauthorized access to your folder.

All Federal agencies will have eOPFs by September 2008.



#### 4. eOPF: Who is covered?

All DOC Federal civilian employees are covered.

Examples of who is **not** covered:

Contractors

Special/Student Volunteers

#### 5. Who Can View My eOPF?

The same people who currently have access to view your hard copy OPF will be able to view your eOPF record. This includes:

Human Resources staff who are processing personnel actions

HR eOPF System Administrators for troubleshooting purposes



## **6. How Secure Is It?**

Fully encrypted

Every eOPF transaction is recorded

Daily, weekly backups

“Hot-site” backup arrangement

Security Certification (OPM & DOC)

90 day password expiration

## **7. eOPF Implementation Milestones**

Project Start-up – June 2006

Labor Briefings – October 2005

OPF Scanning – March 2006

Human Resources Training – January 2006

Implementation of eOPF OS – January 2006

Audit of eOPF by HR staff - Ongoing



## **8. Main eOPF Functions for Employees**

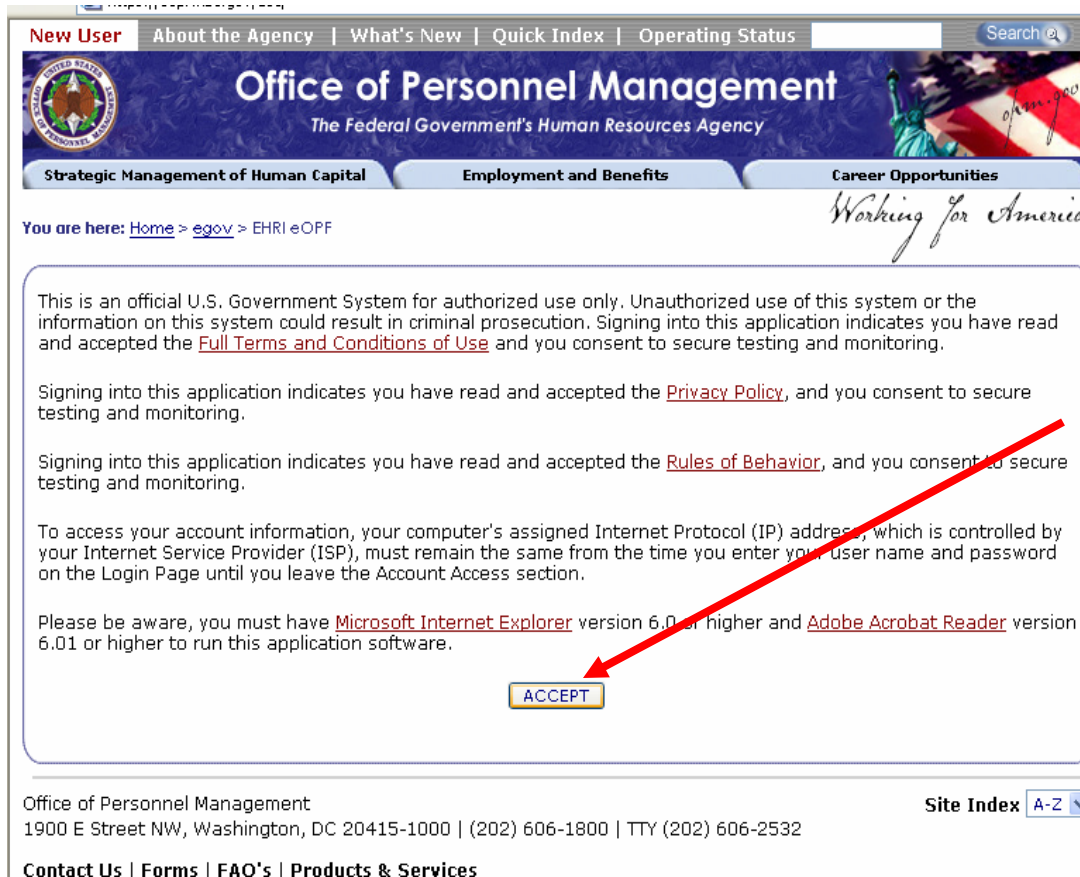
- a. My eOPF
- b. Search eOPF
- c. Change E-mail
- d. Emergency Data
- e. Change Password

## **9. When will eOPF be available?**

User IDs and passwords will be emailed to employees prior to implementation.

Now, let's begin the eOPF introduction...

# Sample Employee Screen Acceptance



**New User** | [About the Agency](#) | [What's New](#) | [Quick Index](#) | [Operating Status](#) | [Search](#)

**Office of Personnel Management**  
The Federal Government's Human Resources Agency

[Strategic Management of Human Capital](#) | [Employment and Benefits](#) | [Career Opportunities](#)

You are here: [Home](#) > [egov](#) > [EHRI eOPF](#)

This is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution. Signing into this application indicates you have read and accepted the [Full Terms and Conditions of Use](#) and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Privacy Policy](#), and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Rules of Behavior](#), and you consent to secure testing and monitoring.

To access your account information, your computer's assigned Internet Protocol (IP) address, which is controlled by your Internet Service Provider (ISP), must remain the same from the time you enter your user name and password on the Login Page until you leave the Account Access section.

Please be aware, you must have [Microsoft Internet Explorer](#) version 6.0 or higher and [Adobe Acrobat Reader](#) version 6.01 or higher to run this application software.

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1900 E Street NW, Washington, DC 20415-1000 | (202) 606-1800 | TTY (202) 606-2532

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Site Index [A-Z](#)

This is the initial screen you will encounter: Please read the information presented here and click "ACCEPT."

# Sample Employee Screen Log In

https://eopf.nbc.gov - eOPF Login - Microsoft Internet Explorer

Office of Personnel Management

ENTERPRISE HR

Working for America

DOC eOPF v3.1.1  
(Web Server - 08)  
Enter your eOPF ID and Password to log in.

eOPF ID:

PASSWORD:

SUBMIT  RESET 

[Forgot your Password?](#)  
[New User - Request your Password...](#)

E-GOV

eOPF is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution. Signing into eOPF indicates you have read and accepted the Terms and Conditions and you consent to security testing and monitoring.

Done Internet

First, enter your eOPF ID in the field provided. Then, you must click on the link entitled "New User – Request your Password."



# New User - Password Request

https://eopf.nbc.gov - New User - Password Request - Microsoft Internet Explorer

**New User - Password Request**

eOPF ID:

Email Address of record in eOPF:

Home Zip Code (first 5 digits) of record in eOPF:

Please provide name and contact information if you cannot provide above details.

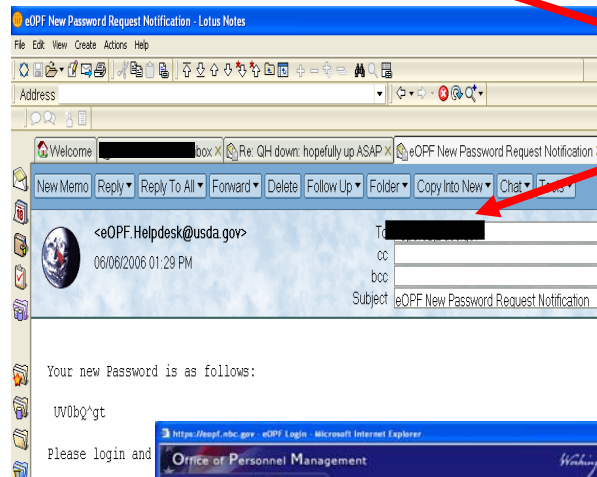
Message:

The system will then ask you to provide the following information: 1) your eOPF ID, 2) your DOC Email Address, 3) your Home Zip Code (first 5 digits) of record in eOPF. Carefully complete this section and click "SUBMIT."

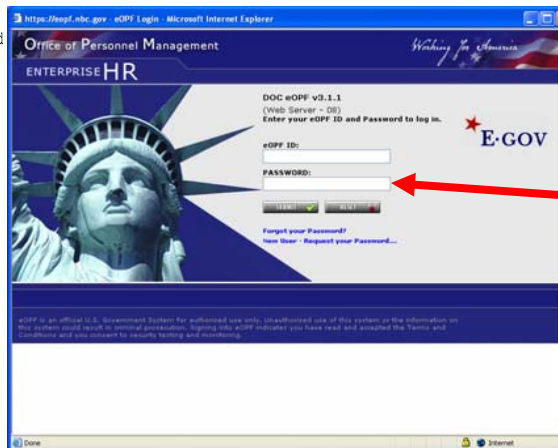
# New User - Password Request



A. Upon clicking "submit," you will receive the following notice (see left, entitled "New User-Password Request"). It is helpful to remain logged into this screen and await your new password.



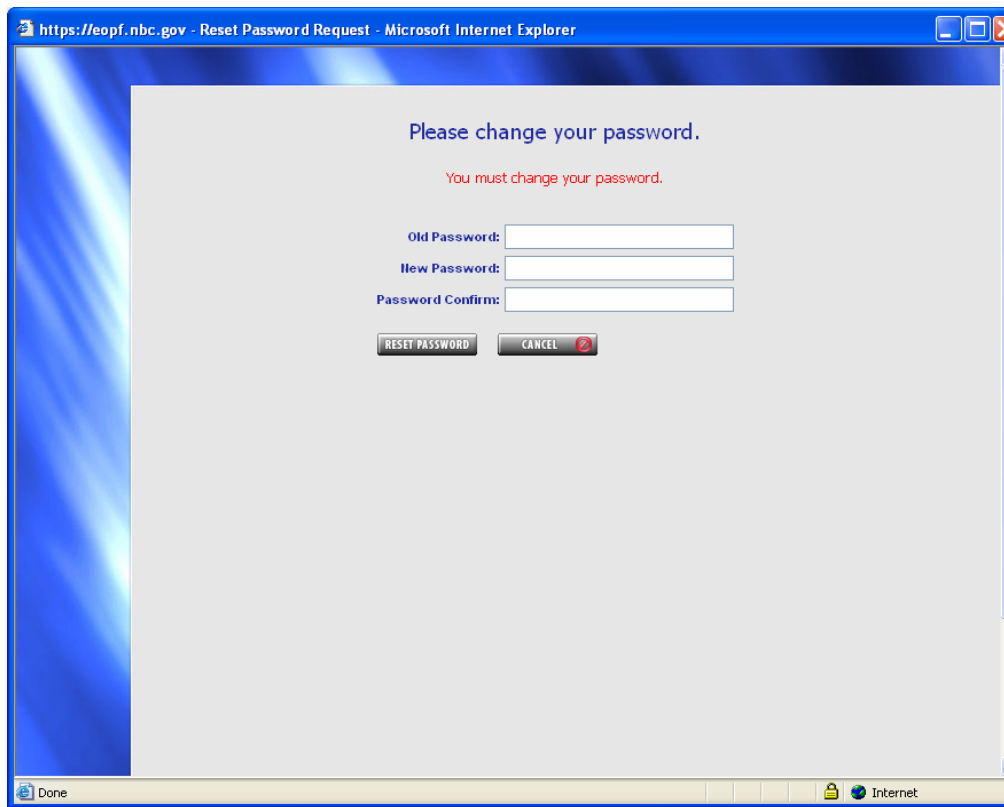
B. Very shortly, you will receive an email sent to the address you specified when you created your e OPF account. This will be your temporary password. Return to the screen in "A" above and click on the link entitled "Click here to return to login page." Note that you will be prompted to change your temporary password to something more permanent.



C. Here is the login screen. Use your original eOPF User ID and the password you just received in order to login to the site.

# New User - Password Request

After you successfully login, you will be immediately prompted to change your password. This means that the password you just used will **ONLY** work for this one time.



The screenshot shows a web browser window titled "https://eopf.nbc.gov - Reset Password Request - Microsoft Internet Explorer". The page content includes the instruction "Please change your password." followed by a red error message "You must change your password." Below this, there are three input fields: "Old Password:", "New Password:", and "Password Confirm:". At the bottom of the form are two buttons: "RESET PASSWORD" and "CANCEL". The browser's status bar at the bottom shows "Done" and "Internet".

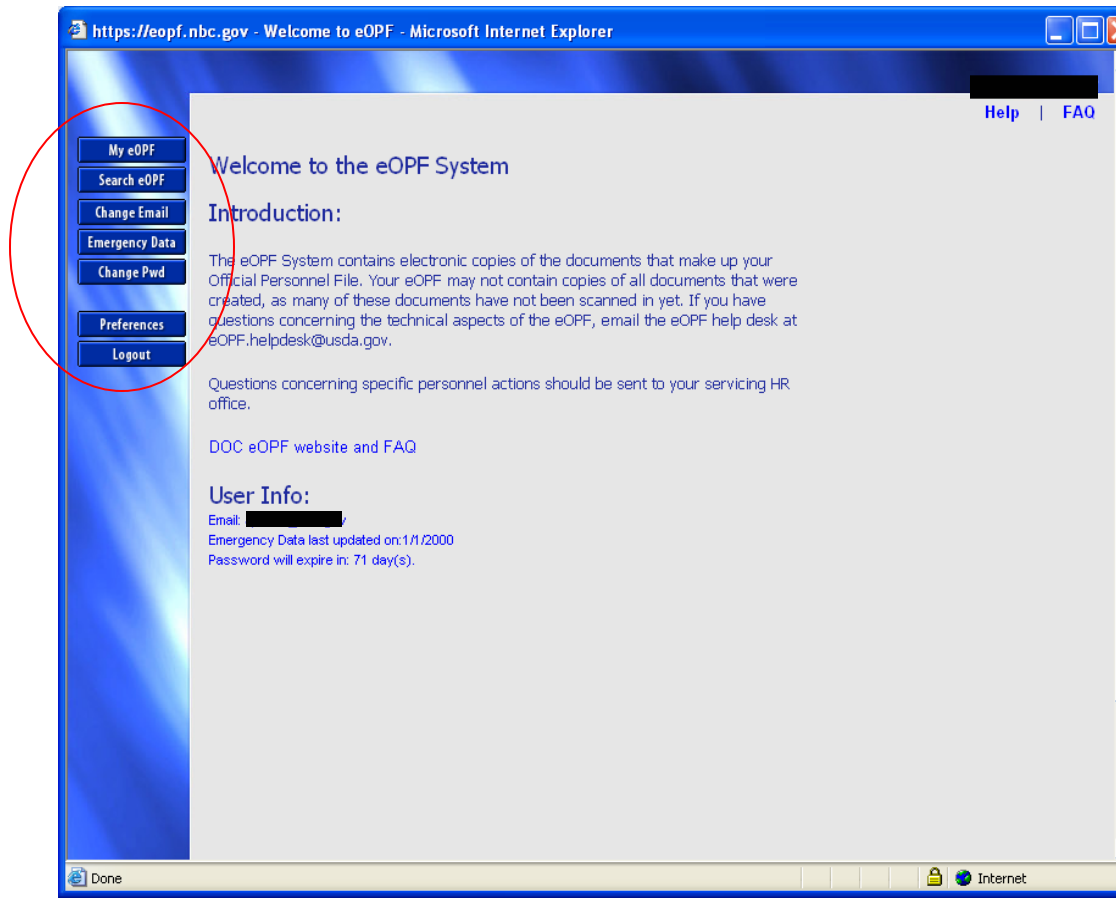
Your new eOPF password must:

- a.) be at least 8 characters long
- b.) have at least one UPPER CASE CHARACTER
- c.) one LOWER CASE CHARACTER
- d.) one NUMBER
- e.) one SPECIAL CHARACTER

**NOTE: Do NOT start with a SPECIAL CHARACTER**

An example of a valid 8 character password would be: **AAbb##11**

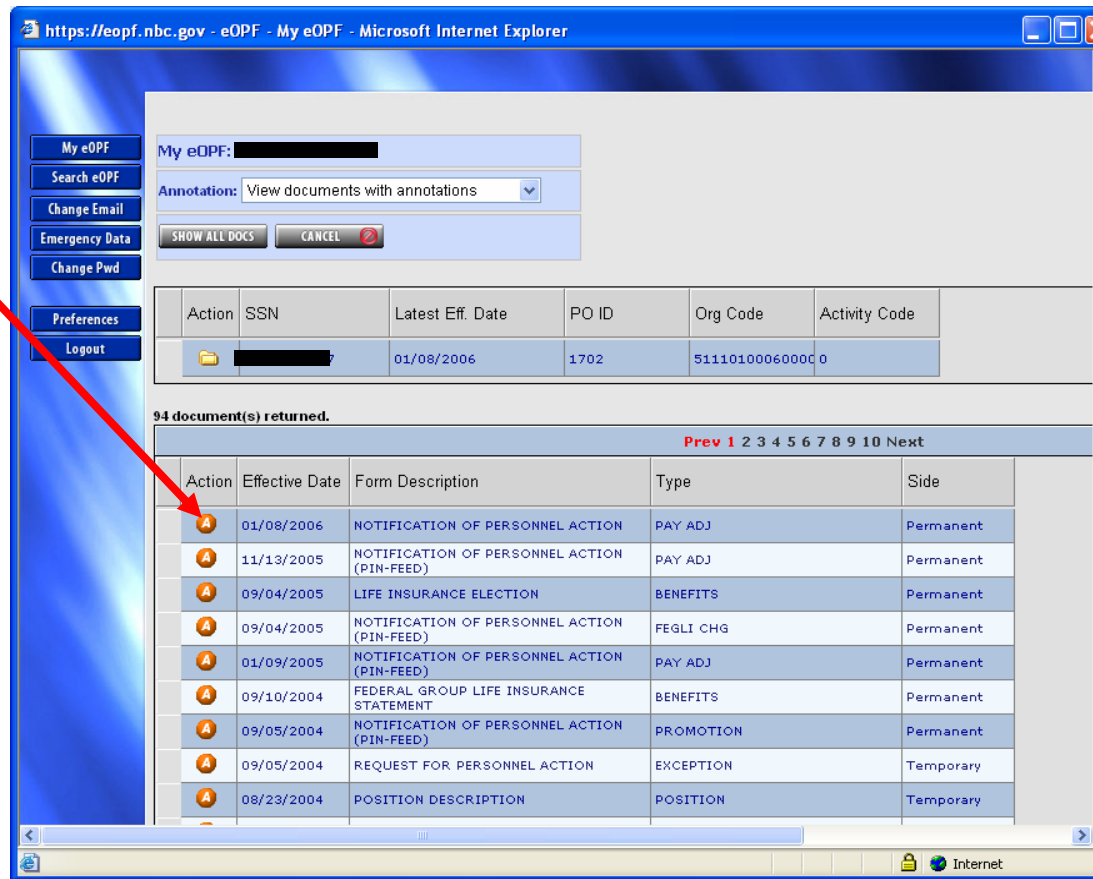
# Sample Employee Screen Welcome



Now, here is the eOPF welcome screen. Using the tabs on the left, you can use the full functionality of the eOPF system. Please click on the tab entitled "My eOPF."

# Sample Employee Screen

## My eOPF



https://eopf.nbc.gov - eOPF - My eOPF - Microsoft Internet Explorer

My eOPF: [REDACTED]

Annotation: View documents with annotations

SHOW ALL DOCS CANCEL

Action	SSN	Latest Eff. Date	PO ID	Org Code	Activity Code
[Icon]	[REDACTED]	01/08/2006	1702	51110100060000	0

94 document(s) returned.

Prev 1 2 3 4 5 6 7 8 9 10 Next

Action	Effective Date	Form Description	Type	Side
A	01/08/2006	NOTIFICATION OF PERSONNEL ACTION	PAY ADJ	Permanent
A	11/13/2005	NOTIFICATION OF PERSONNEL ACTION (PIN-FEED)	PAY ADJ	Permanent
A	09/04/2005	LIFE INSURANCE ELECTION	BENEFITS	Permanent
A	09/04/2005	NOTIFICATION OF PERSONNEL ACTION (PIN-FEED)	FEGLI CHG	Permanent
A	01/09/2005	NOTIFICATION OF PERSONNEL ACTION (PIN-FEED)	PAY ADJ	Permanent
A	09/10/2004	FEDERAL GROUP LIFE INSURANCE STATEMENT	BENEFITS	Permanent
A	09/05/2004	NOTIFICATION OF PERSONNEL ACTION (PIN-FEED)	PROMOTION	Permanent
A	09/05/2004	REQUEST FOR PERSONNEL ACTION	EXCEPTION	Temporary
A	08/23/2004	POSITION DESCRIPTION	POSITION	Temporary

Here is the typical screen an employee would normally see.

Please click on the small orange circle encasing an "A" which designates an action you wish to take.

# Sample Employee Screen

## My eOPF Expanded

https://eopf.nbc.gov - eOPF - My eOPF - Microsoft Internet Explorer

My eOPF: [Redacted]  
Annotation: View documents with annotations  
SHOW ALL DOCS CANCEL

Action	SSN	Latest Eff. Date	PO ID	Org Code	Activity Code
[Folder Icon]	[Redacted]	01/08/2006	1702	511101000600000	0

94 document(s) returned.

Prev 1 2 3 4 5 6 7 8 9 10 Next

Action	Effective Date	Form Description	Type	Side
[Folder Icon] View		NOTIFICATION OF PERSONNEL ACTION	PAY ADJ	Permanent
[Folder Icon] Add to Clip		NOTIFICATION OF PERSONNEL ACTION (PIN-FEED)	PAY ADJ	Permanent
[Folder Icon] Instruction Page		INSURANCE ELECTION	BENEFITS	Permanent
[Folder Icon]	09/04/2005	NOTIFICATION OF PERSONNEL ACTION (PIN-FEED)	FGLI CHG	Permanent
[Folder Icon]	01/09/2005	NOTIFICATION OF PERSONNEL ACTION (PIN-FEED)	PAY ADJ	Permanent
[Folder Icon]	09/10/2004	FEDERAL GROUP LIFE INSURANCE STATEMENT	BENEFITS	Permanent
[Folder Icon]	09/05/2004	NOTIFICATION OF PERSONNEL ACTION (PIN-FEED)	PROMOTION	Permanent
[Folder Icon]	09/05/2004	REQUEST FOR PERSONNEL ACTION	EXCEPTION	Temporary
[Folder Icon]	08/23/2004	POSITION DESCRIPTION	POSITION	Temporary

Done Internet

You will see a drop-down menu. Your choices are View, Add to Clip and Instruction Page. Please click on "View." This will allow you to view the document you've selected.

# Sample Employee Screen

## My eOPF – View Document

The screenshot shows a web application interface with a sidebar on the left containing links: My eOPF, Search eOPF, Change Email, Emergency Data, Change Paid, Preferences, and Logout. The main content area displays a PDF document titled 'NOTIFICATION OF PERSONNEL ACTION' within an Adobe Acrobat Professional window. The document is a form with various fields and sections, including:

- Standard Form 70, Rev. 10/01**
- U.S. Office of Personnel Management**
- Form 700-01, Subform 0**
- NOTIFICATION OF PERSONNEL ACTION**
- FIRST ACTION** and **SECOND ACTION** sections with fields for Code, Nature of Action, Legal Authority, and Effective Date.
- FROM: Position Title and Number** and **TO: Position Title and Number** sections.
- EMPLOYEE DATA** section with fields for Veterans' Preference, Agency Use, and Pay Rate Determinant.

Many fields in the form are redacted with black boxes. The document is displayed at 100% zoom in the Acrobat window.

Here is the Portable Data File (pdf) image of the document you have selected (necessarily redacted for demonstration purposes). Please close this document.

# Sample Employee Screen

## My eOPF – Print Document

Standard Form 50

Rev. 7/91

U.S. Office of Personnel Management

FPM Supp. 286-33, Subch. 4

### NOTIFICATION OF PERSONNEL ACTION

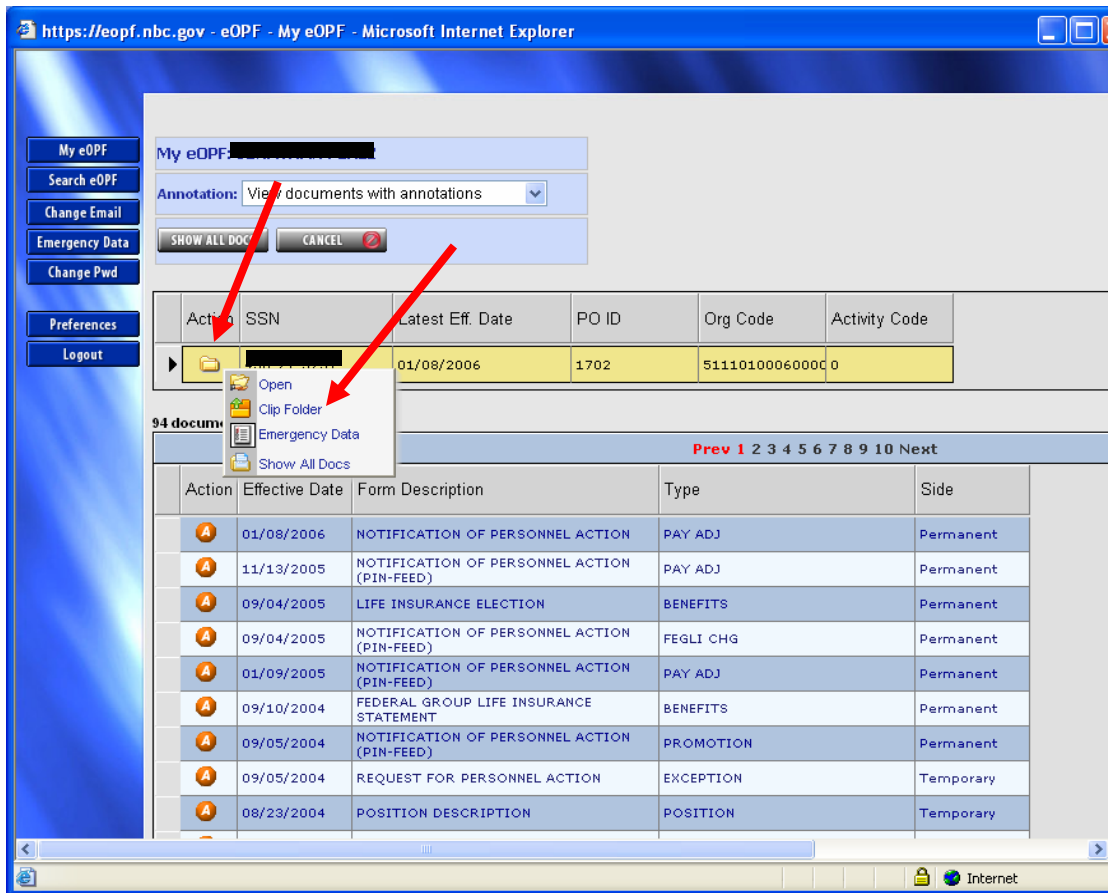
1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 1/8/2006			
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>						
5-A. Code 894		5-B. Nature of Action PAY ADJUSTMENT			6-A. Code		6-B. Nature of Action				
5-C. Code VGL		5-D. Legal Authority 5 USC 4703			6-C. Code		6-D. Legal Authority				
5-E. Code ZLM		5-F. Legal Authority CPM 2005 25 12/22/05			6-E. Code		6-F. Legal Authority				
7. FROM: Position Title and Number					15. TO: Position Title and Number HUMAN RESOURCES SPECLST 0A 040242						
8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary [REDACTED]	13. Pay Basis PA	16. Pay Plan ZA	17. Occ. Code 0201	18. Grade/Level [REDACTED]	19. Step/Rate [REDACTED]	20. Total Salary/Award [REDACTED]	21. Pay Basis PA
12A. Basic Pay [REDACTED]		12B. Locality Adj. .00		12C. Adj. Basic Pay [REDACTED]		12D. Other Pay .00		20A. Basic Pay [REDACTED]		20B. Locality Adj. .00	
								20C. Adj. Basic Pay [REDACTED]		20D. Other Pay .00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization OFFICE OF THE SECRETARY CHF FINCL OFCR AND A/S FOR ADM DIR FOR HUMAN RESOURCES MGMT OFF OF HUMAN RESOURCES OPS  CM 511101000600000000 PP 01 2006						
<b>EMPLOYEE DATA</b>											
23. Veterans Preference 2 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 1 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF X YES NO	
27. FEGLI						28. Annuitant Indicator		29. Pay Rate Determinant			

Here is what a document looks like should you choose to print it out from the PDF format (necessarily redacted).



# Sample Employee Screen

## My eOPF – Creating a Clip Folder



A Clip Folder is for your use only and can be used to keep like documents together. For example, you can keep all your beneficiary forms together for ease of review.

Please click on the yellow file under the heading marked "Action." From the drop down menu which appears, select "Clip Folder."

# Sample Employee Screen

## My eOPF – Naming a Clip Folder

https://eopf.nbc.gov - eOPF - Clip - Microsoft Internet Explorer

My eOPF  
Search eOPF  
Change Email  
Emergency Data  
Change Pwd  
Preferences  
Logout

**Clip Folders :**  
Allow to add/modify/delete clip folder. Click on the Details button to view the clips in the folder.

Owner	Description	Clip Date	Pages	Security	
	Clip Folder 1			Public	Insert

1

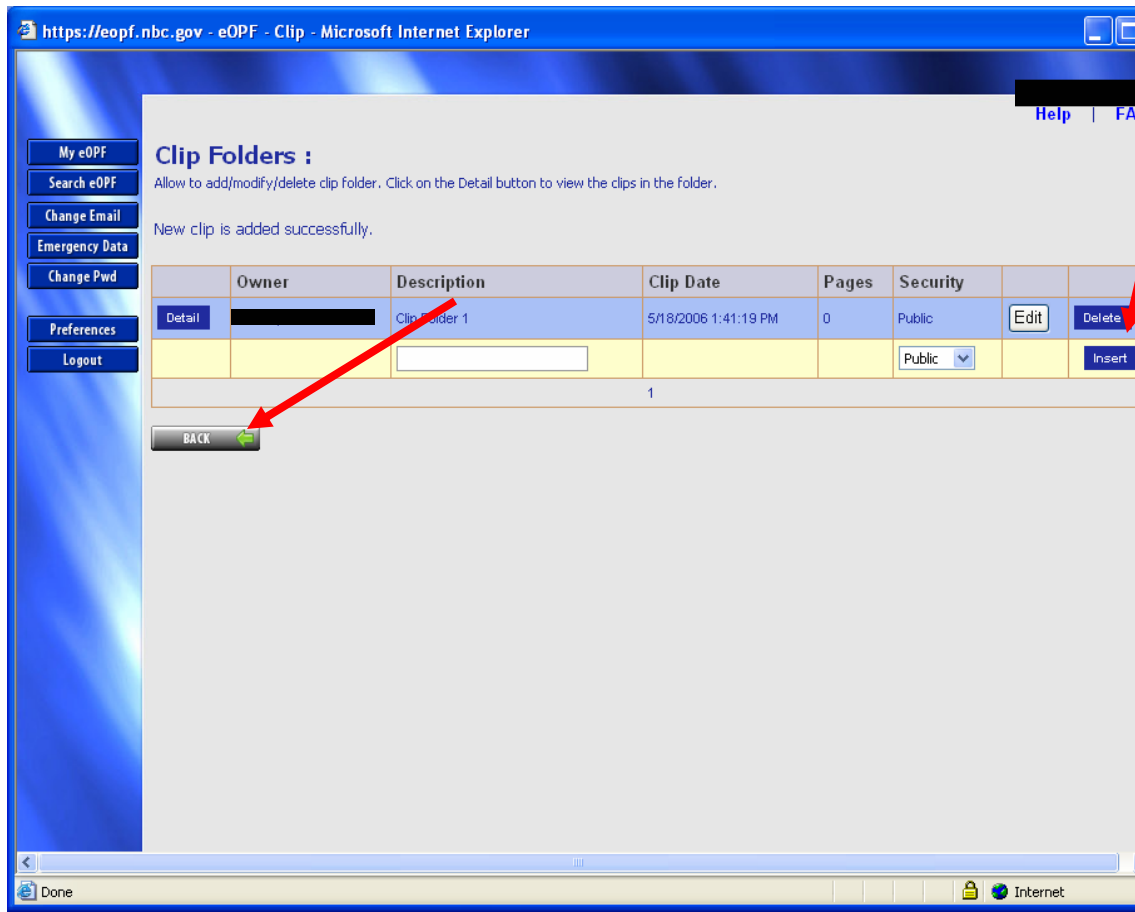
BACK

Done Internet

In the field under "Description," please type in a name for your Clip Folder. You may designate your Clip Folder as "Private" (only you can see its contents) or Public (authorized viewers can see its contents). When you have finished, click on the tab designated "Insert."

# Sample Employee Screen

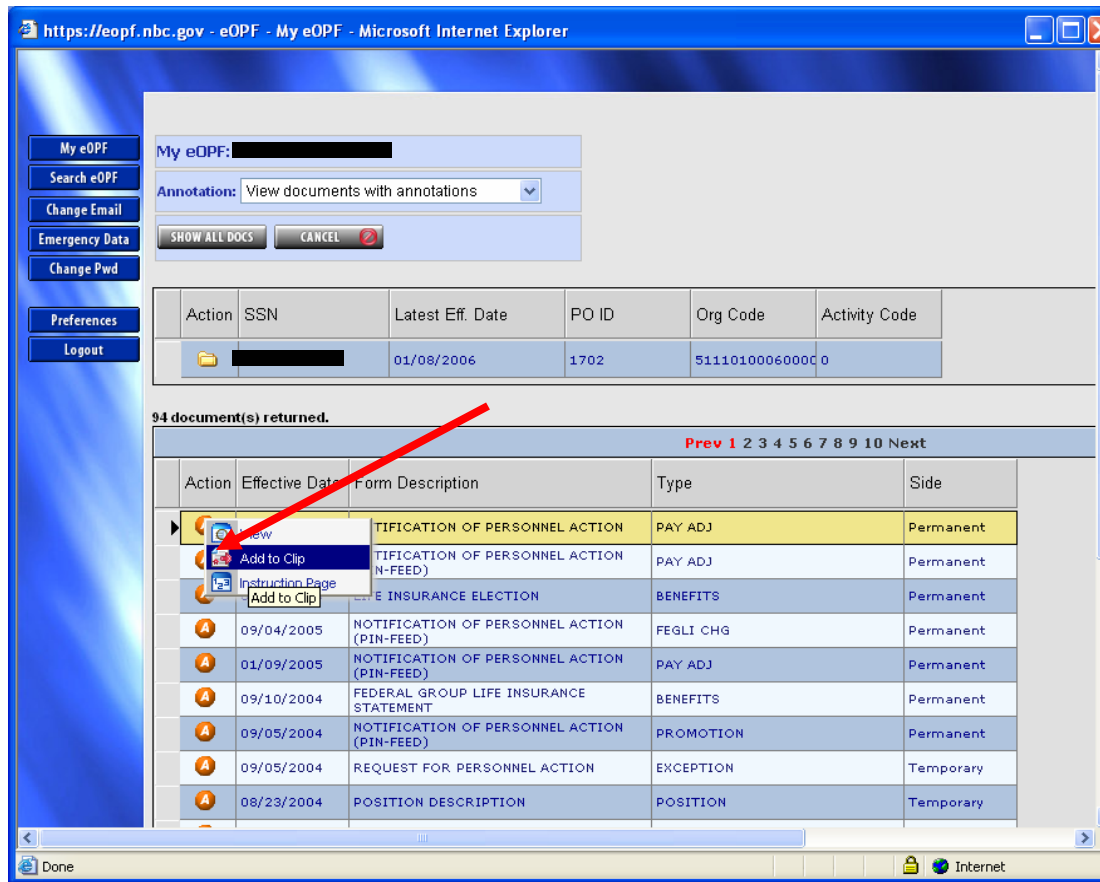
## My eOPF – The Created Clip Folder



Here, you can see that your Clip Folder has been created. The eOPF system allows you to make other Clip Folders at this time. You can rename your Clip Folder. Once you have completed your Clip Folder creation activities, click on the "Back" button to return to the "My eOPF" page.

# Sample Employee Screen

## My eOPF – Clip Folder: Adding Documents



The screenshot shows the 'My eOPF' web application interface. On the left is a navigation menu with links: My eOPF, Search eOPF, Change Email, Emergency Data, Change Pwd, Preferences, and Logout. The main content area has a search bar with 'My eOPF:' and a dropdown menu set to 'View documents with annotations'. Below this are 'SHOW ALL DOCS' and 'CANCEL' buttons. A table displays employee information:

Action	SSN	Latest Eff. Date	PO ID	Org Code	Activity Code
	[REDACTED]	01/08/2006	1702	5111010006000C	0

Below the table, it says '94 document(s) returned.' and a pagination bar with 'Prev 1 2 3 4 5 6 7 8 9 10 Next'. A table of documents is shown:

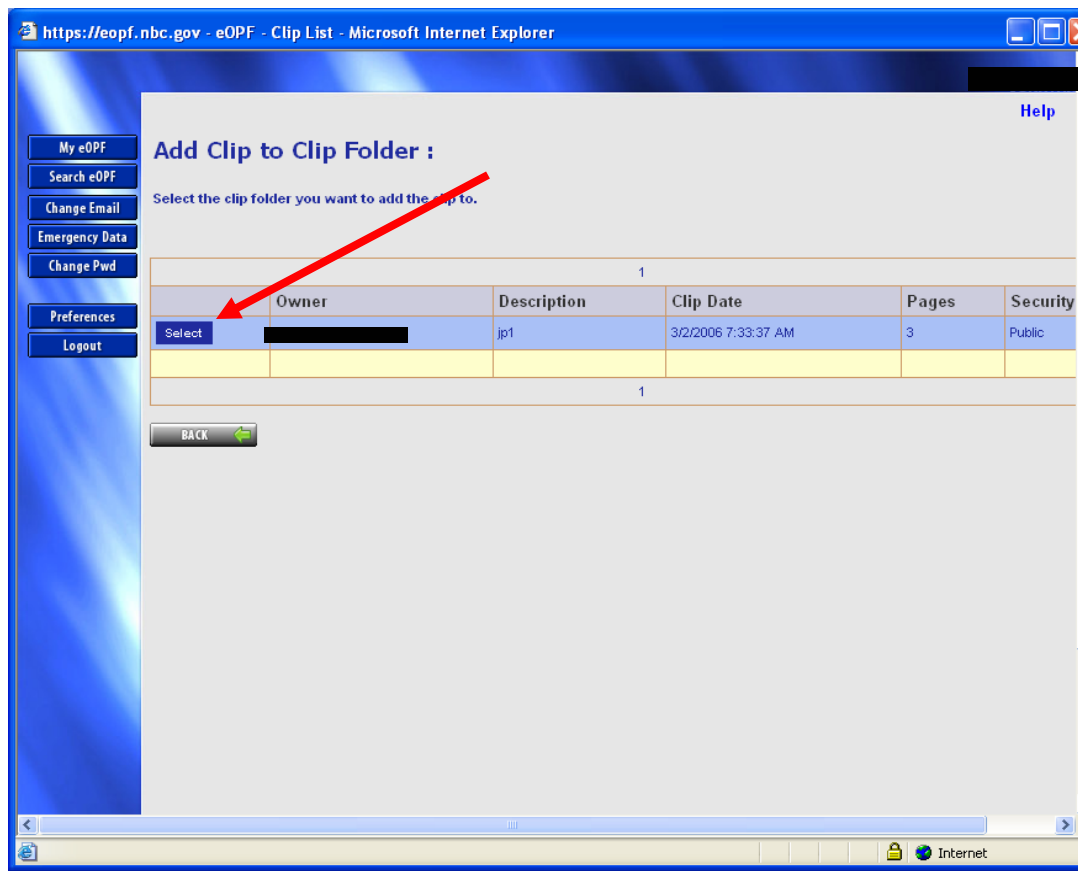
Action	Effective Date	Form Description	Type	Side
		NOTIFICATION OF PERSONNEL ACTION	PAY ADJ	Permanent
		NOTIFICATION OF PERSONNEL ACTION (PIN-FEED)	PAY ADJ	Permanent
		INSURANCE ELECTION	BENEFITS	Permanent
	09/04/2005	NOTIFICATION OF PERSONNEL ACTION (PIN-FEED)	FEGLI CHG	Permanent
	01/09/2005	NOTIFICATION OF PERSONNEL ACTION (PIN-FEED)	PAY ADJ	Permanent
	09/10/2004	FEDERAL GROUP LIFE INSURANCE STATEMENT	BENEFITS	Permanent
	09/05/2004	NOTIFICATION OF PERSONNEL ACTION (PIN-FEED)	PROMOTION	Permanent
	09/05/2004	REQUEST FOR PERSONNEL ACTION	EXCEPTION	Temporary
	08/23/2004	POSITION DESCRIPTION	POSITION	Temporary

A red arrow points to the 'Add to Clip' button in the first row of the document list.

Now you can add documents to your Clip Folder. Activate the drop-down menu by clicking "A" next to the document in question. A drop-down menu will appear. Please select "Add to Clip."

# Sample Employee Screen

## My eOPF – Clip Folder: Selecting the Folder



This screen allows you to add documents to a particular file. This is especially useful when you have multiple folders. Please click "Select" on the appropriate folder on this screen.

# Sample Employee Screen

## My eOPF – Clip Folder: Add a Document to the Folder

https://eopf.nbc.gov - eOPF - Add Clip - Microsoft Internet Explorer

Help | FAQ

**Add page to Clip Folder :**

Check the page you want to add to Clip Folder. Click on the image to see larger one.

**SUBMIT** **BACK**

1 ☒ Add Page to Clip

**SUBMIT** **BACK**

Here is the screen which allows you to add the selected document to the clip folder. Please click "Submit" and the document will join the document(s) you have in the clip folder. Upon clicking "Submit," you will receive a notice that the process was successful. Click "Back" and the system will return you to the previous page. Click "Back" once more to return to the My eOPF screen.

# Sample Employee Screen

## Search eOPF

https://eopf.nbc.gov - eOPF - Search Page - Microsoft Internet Explorer

Help | FAQ

Search My eOPF :

SEARCH CLEAR BACK

Form ☒ Common Forms ☐ All Forms ☐ Agency Forms

All

Type

All

Folder Sides ☐ Select All

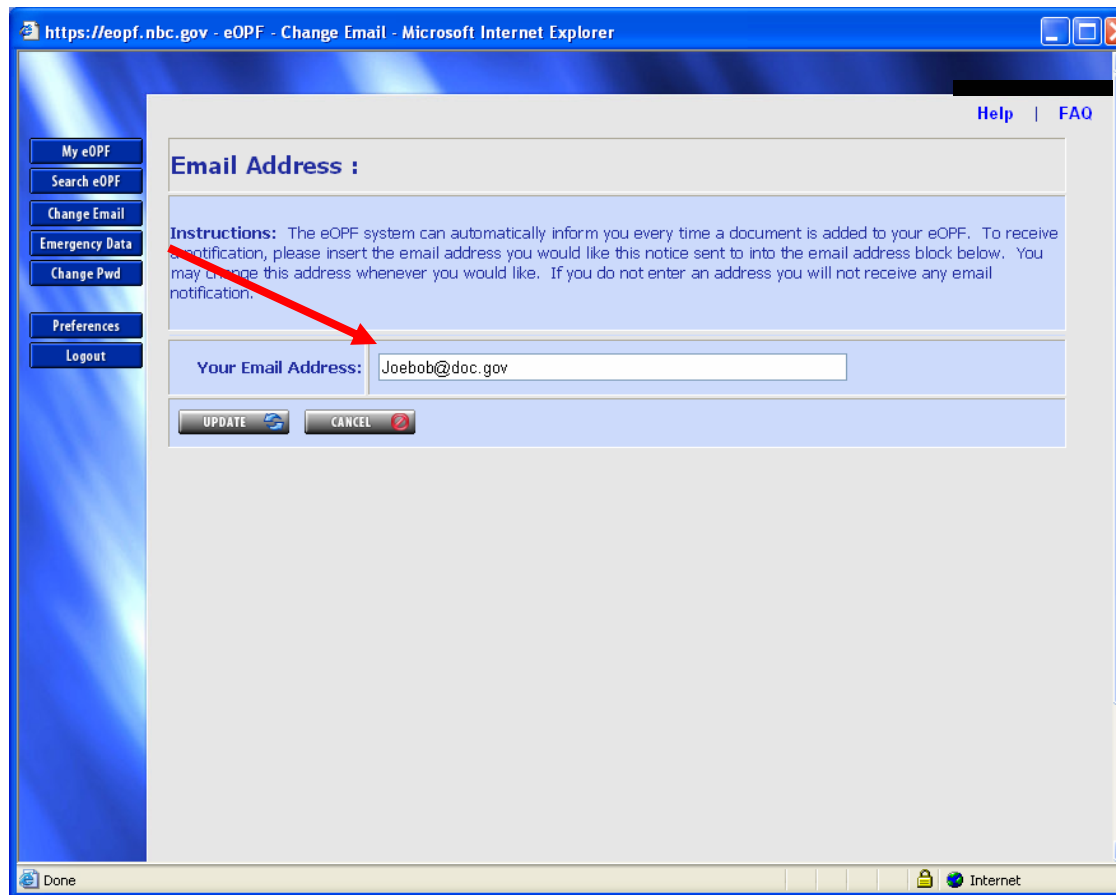
☒ Temporary ☒ Permanent ☐ Performance ☐ Overseas ☐ Training ☐ Agency Specific

Create Date Start Eff. Date End Eff. Date

SEARCH CLEAR BACK

The powerful search function allows you to search for designated documents within your eOPF. You may search by form (common, all types or Agency-Specific forms) or the type of forms (benefits, personnel actions, etc.) The system allows you to search the sides of the folders to limit your search, as well as create, stating effective date and ending effective date. Click "Submit" to carry out your search.

# Sample Employee Screen Change Email



The screenshot shows a web browser window titled "https://eopf.nbc.gov - eOPF - Change Email - Microsoft Internet Explorer". The page has a blue header with "Help" and "FAQ" links. On the left, there is a vertical menu with buttons: "My eOPF", "Search eOPF", "Change Email", "Emergency Data", "Change Pwd", "Preferences", and "Logout". The main content area is titled "Email Address :". It contains an "Instructions" block: "The eOPF system can automatically inform you every time a document is added to your eOPF. To receive notification, please insert the email address you would like this notice sent to into the email address block below. You may change this address whenever you would like. If you do not enter an address you will not receive any email notification." Below the instructions is a text input field labeled "Your Email Address:" containing the text "Joebob@doc.gov". A red arrow points from the "Change Email" button in the left menu to the input field. At the bottom of the form are two buttons: "UPDATE" and "CANCEL". The browser's status bar at the bottom shows "Done" and "Internet".

This is the screen which allows you to change your email of record. **NOTE:** It is recommended that you use a secure email which you are confident will protect your privacy.



# Sample Employee Screen Emergency Data

https://eopf.nbc.gov - eOPF - Emergency Data - Microsoft Internet Explorer

My eOPF  
Search eOPF  
**Change Email**  
Emergency Data  
Change Pwd  
Preferences  
Logout

## Emergency Contact Information :

ENTRY OF THE FOLLOWING INFORMATION IS VOLUNTARY.

**Disclosure Statement:** This information may be used to notify the individuals of your choice should you be taken ill or during work. This information will be available to your supervisor and Human Resource personnel for emergency use only. This is not to be used for any other purpose. A log is kept showing any time this information is viewed and or changed. Only the individual authorized to change this data.

APPLY ☒ CANCEL ☐

**User Info :**

Last Name :	PEREZ	First Name :	JONATHAN	Initials :	JP
-------------	-------	--------------	----------	------------	----

SSN :	[REDACTED]	Last Updated:	1/1/2000
Home Address:	[REDACTED]	Work Address:	
Address (cont):		Bldg Name/Location:	
City :	FALLS CHURCH	City:	
State:	VA	State:	
Zip/Postal Code:	[REDACTED]	Zip/Postal Code:	
Country:		Country:	

**Notify First:**

Last Name :	
-------------	--

**Notify Second:**

Last Name :	
-------------	--

This screen accommodates your Emergency Contact Information (i.e., who to notify in case of an emergency). Note that the information under User Info can only be changed by submitting a personnel action in that regard.

# Sample Employee Screen

## Change Password

https://eopf.nbc.gov - eOPF - Change Password - Microsoft Internet Explorer

Change Password :

Allow user to change Password.

Old Password:

New Password:

Verify Password:

UPDATE CANCEL

My eOPF  
Search eOPF  
Change Password  
Emergency Data  
Change Pwd  
Preferences  
Logout

This screen allows you to change your password. Please ensure that you follow the proper convention for creating a password and that you keep your password and UserID safe.



## 10. Guidance and Instructions

Employees will receive eOPF guidance through:

- Log-in instructions e-mailed to employees
- The online “Help” link found in the top right corner when logged into eOPF
- FAQs on the DOC website
- Quick Reference Guides



## 11. eOPF Support

For support or problems, contact (in order):

1. Online Help – Click the Help link in the upper right hand corner
2. [eOPF\\_helpdesk@usda.gov](mailto:eOPF_helpdesk@usda.gov) – This e-mail account should be used for technical questions
3. HR Specialist – Should be contacted for content issues



## 12. Closing Thoughts

- Nothing of this magnitude has ever been undertaken for Federal employees.
- The eOPF reflects what was in your OPF. Many OPFs were not in pristine condition.
- Personnel actions will no longer be printed and distributed to employees. Instead, employees will be notified by e-mail when a new SF 50 has been put in their folder.
- Don't panic. Paper is not going away yet!
- Please be patient.

We thank you for your consideration and will work to ensure optimal eOPF performance.